

MEMORANDUM

25 April 1947

TO : Executive for Personnel and  
Administration

FROM : Assistant Chief, Finance Division

SUBJECT: Procedure Governing Local Travel in

25X1A6A

[redacted]

25X1A8B

There is attached a letter directed to the Chief, [redacted]  
Branch through the Assistant Director for Operations, which has  
been prepared for the purpose of outlining instructions and pro-  
cedures applicable to local travel which must be performed in the

25X1A6A

[redacted] area. It is believed that the procedure outlined in  
the attached letter will satisfactorily meet the needs of the [redacted] 25X1A6A

25X1A6A

[redacted] Office of the [redacted] Branch, and will at the same time, per 25X1A8B  
mit proper compliance with government regulations and agency in-  
structions.

25X1A8B

25X1A6A

It has been determined that at this time there is no positive  
need for making provisions for the issuance of "blanket" travel or-  
ders to officials of the [redacted] Branch either in Washington, D. C.,  
or [redacted] and accordingly, specific travel orders will be re-  
quested and issued in the same manner as heretofore. In the event  
future developments warrant a change in existing controls in this  
respect, a further coordinated study of the situation will be made.

The problem of local travel in and around Washington, D. C.  
appears to be adequately covered by existing instructions and pro-  
cedures and it is agreed that no further action is required.

Attachment

C.C.

Chief, Finance Division  
Chief, Fiscal Section  
Chief, Services Division  
Chief, Transportation  
Executive Officer, [redacted]

25X1A8B

[redacted]  
Assistant Chief,  
Finance Division

25X1A9A

25X1A9A

[redacted] / ocs

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